



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 05-009

To: Employee Administrators
Human Resource Managers

Subject: ISIS HR Upgrade to Version 4.7

ISIS HR and LEO will be unavailable beginning at **11:30 a.m. on Friday, September 3, 2004** to complete software upgrades on both the production system and the portal. There will be no off-cycle processing on this date. It is anticipated that all upgrade-related activities will be complete on Monday evening and both LEO and ISIS HR will be available on Tuesday, September 7 at 7:00 AM. Please be advised that in the event the process takes longer than estimated, Tuesday, September 7 has been reserved as possible system "down time".

At the point that ISIS HR is available, only users that have upgraded to SAP Logon Pad - Release 620, Patch level 36 will be able to access the system. LEO users are not impacted by this requirement.

For your convenience, a separate memo will be sent regarding changes to LEO. Please forward that information to all of your employees.

The most significant changes to ISIS HR related to our conversion to Version 4.7 are detailed in the [attached document](#). Additionally, subtle changes have been detected in several infotype screens, such as field values and usability enhancements. An example of a field value change is *Gender value: 'TBD'*, which has been changed to *'Undeclared'* on the Personal Data infotype (IT0002). Some report column headings have changed, due to SAP modifying the text associated with several standard data elements.

Many online help scripts were updated due to 4.7 related changes or to simply correct or clarify the script. It is important that users take time to access these updated scripts when performing ISIS tasks. Older printed versions of scripts must be discarded. Users will also notice that report descriptors have been standardized and updated as well.

It is recommended that agencies complete all critical employee maintenance for Period 19/2004 prior to 11:30 a.m. on Friday, September 3rd, where possible. We have extensively tested the upgraded software and anticipate a smooth transition when we go live on version 4.7 on Tuesday, September 7th, however, if system problems are encountered, please report them to the ISIS HR Help Desk at (225) 342-2677, option 1, then 2. Logon problems associated with an incorrect GUI version should not be reported to the ISIS HR Help Desk, but instead to the agency's technical contact.

c. Whit Kling, Deputy Undersecretary

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